

## City Clerk

The City Clerk is appointed by the City Manager; is the official custodian of City Records; serves as clerk to the Council; attends all Council meetings and keeps a record of all the proceedings; signs and attests all ordinances, resolutions, or other acts of the Council. To request records please visit [Records Request Information](#).

The Department also issues City [licenses](#) and prepares City Council agendas and minutes.

The City Clerk's Department also staffs the [Action Center](#) as a way to serve Norman citizens. The goal of the Action Center is to serve as a central point of contact when citizens have a problem, suggestion, or question related to municipal government and to provide immediate access and a quick response. The Action Center may be reached either by telephone at (405) 366-5396 or by e-mail at [action.center@NormanOK.gov](mailto:action.center@NormanOK.gov). Calls are fielded by an answering machine during the hours when City Hall is closed, and are handled at first opportunity the next working day.

The City Clerk's Department has six employees and the City Clerk is also responsible for the Facility Maintenance Division that has six employees.